

This Computes!



**Department of Health Care Services
Children's Medical Services Network
(CMS Net) - Information Bulletin #356**

Requests for Claims Detail Reports (CDRs) or Equivalent Claims History Reports (Revised)

CMS has limited authority to release CDRs or equivalent claims history reports. Currently, this authority covers claims history requests for County lien proceedings with intent to recover CCS or GHPP program funds. Any other use will require clarification and review by the CMS Liaison and approval of the DHCS Privacy Officer. If a county is subpoenaed, a copy of the subpoena must be provided. County claims history requests on behalf of 3rd party entities, for purposes other than administration of the CCS program, will be referred to the DHCS central data request process available via the weblinks at the bottom of this bulletin.

CCS Counties and GHPP should send a "secure" email requesting a CDR or Claims History report in an Excel format to the Systems of Care Data Intake mailbox at:

SCDDataRequest@dhcs.ca.gov and provide the following information:

- Requestors contact information
- Client's Name
- Client's date of birth
- Client's CIN#
- Client's CCS# or GHPP#
- Date of Service range for claims or other date ranges
- Client's CCS programmatic eligibility (CCS-Only, CCS-HF, or CCS-MC)
- Justification for the data request
- Court subpoena, if exists
- Specific field variables or report format, i.e. CDR, Excel, Delimited.

If you are unable to send an email with encryption capability, request a secure email be sent to you. If you reply within the protected setting, the return communication will be encrypted.

Please note:

Claims captured in a CDR include Medicare-Medi-Cal crossover, CCS, GHPP, Children's Treatment Program, and Medi-Cal. CDR requests are run by our fiscal intermediary every other week, alternating between "current" claims data (dates of service within last 3 years) and "aged" claims data (dates of service within last 6 years, so it will also include current claims data).

It is important to note that the claims are based on date of service only and not influenced by date of payment.

There is an approximate 6-week lag time between date of claim's adjudication and when the claim appears in the CDR database. Claims adjudicated within 6 weeks of the date when the query is run will likely not appear in the CDR run, regardless of the date of service. Therefore, requests for claims "to present" cannot be fulfilled.

Requests for dates of service outside CCS/GHPP eligibility dates will not be made unless there is an explanation that indicates that CCS/GHPP services were authorized before or after the listed eligibility period. Documentation may be requested.

Requests for CDRs for clients who do not have CCS/GHPP eligibility, for non-CCS or non-GHPP services, or require expedite processing, should be made to the DHCS Privacy Office via the following links:

DHCS has a privacy office web site at:

<http://www.dhcs.ca.gov/formsandpubs/laws/priv/Pages/default.aspx>

Privacy Forms can be found at:

<http://www.dhcs.ca.gov/formsandpubs/laws/priv/Pages/PrivacyForms.aspx>

DHCS web site for non-CCS County or 3rd party data requests:

<http://www.dhcs.ca.gov/dataandstats/data/Pages/DRCApplication.aspx>

If you have any questions, please contact:

Linda Caples, SCD Data Coordinator, 916-322-1254 or send an email to:
SCDDataRequest@dhcs.ca.gov.